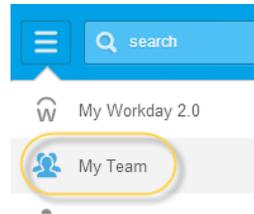


STAFF SUPERVISOR: VIEW YOUR TEAM'S TIME OFF

1. To view your team's Time Off, go to the **Main Menu** in the top left corner of your screen in Workday and click on **My Team**.



2. Click on **Team Time Off**, and under View, click on **Time Off and Leave Calendar**. This will give you a weekly view of any time off for your team (the employees you supervise). To see a list instead of a calendar, view **All Time Off** (all submitted) or **Approved Time Off** (all approved).

There is currently not an option to view monthly.

